



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1306.2B

Code 0002

28 April 1995

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1306.2B

From: Commanding Officer

Subj: COMMAND MASTER CHIEF PROGRAM

Ref: (a) OPNAVINST 1306.2 Series

1. Purpose. To establish procedures of the Command Master Chief Program.

2. Cancellation. NAVHOSP29PALMSINST 1306.2A.

3. Discussion. The Command Master Chief Program has proven to be a valuable asset in stimulating communication at all levels within the chain of command. Command Master Chiefs strengthen existing or potential situations as well as procedures and practices which affect the welfare and morale of enlisted men and women in the command. The Command Master Chief provides a vital link in the communication process, problem resolution, and fostering a better understanding of the needs and viewpoints of enlisted members and their families.

4. Policy. The Command Master Chief will function as the principal enlisted advisor to the Commanding Officer. The Command Master Chief will assist in the formulation and implementation of policies concerning morale, welfare, job satisfaction, discipline, utilization and training of enlisted personnel. The Command Master Chief reports directly to the Commanding Officer working with the internal chain of command.

5. Authority. As senior enlisted advisor to the Commanding Officer on all matters relating to enlisted policy, the Command Master Chief must work with the Executive Officer in the dissemination and promotion of command policy. He or she will function as an integral element of the chain of command.

6. Action. The Command Master Chief shall:

a. Monitor, maintain, and promote effectiveness and efficiency of the chain of command.

b. Assist the Commanding Officer in all matters pertaining to health, welfare, job satisfaction, morale, utilization and training of enlisted personnel in order to promote traditional standards of good order and discipline.

NAVHOSP29PALMSINST 1306.2B  
28 April 1995

c. Advise the Commanding Officer on formulating and implementing changes in policy pertaining to enlisted personnel.

d. Attend meetings, boards, or committees as directed by the Commanding Officer to keep apprised of current issues and provide representative enlisted input.

e. Participate in ceremonies honoring command members including all reenlistment ceremonies.

f. When appropriate, represent or accompany the Commanding Officer at official functions, inspections, and conferences.

g. Participate in receptions and hosting of official visitors to the Command.

h. Upon invitation, and as approved by the Commanding Officer, represent the command and the Navy at community and civic functions.

i. Participate in, coordinate, or monitor the following:

(1) Command orientation/indoctrination.

(2) Chief Petty Officer (CPO)/Petty Officer (PO) indoctrination courses.

(3) Professional Development Board

(4) Command Retention Team

(5) Awards board considering enlisted personnel

(6) Sailor of the Quarter/Year selection boards.

(7) Family services programs, i.e., Ombudsman, family service centers.

(8) Bachelor Enlisted Quarters program.

(9) Commissary and Navy Exchange advisory boards.

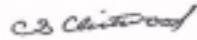
(10) Humanitarian reassignment/hardship discharge screening boards

(11) Recreation advisory boards.

(12) CPO initiations.

NAVHOSP29PALMSINST 1306.2B  
28 April 1995

(13) Command Sponsor Program.

A handwritten signature in dark ink, appearing to read "C. S. Chitwood", is centered within a light pink rectangular box.

C. S. CHITWOOD

Distribution:  
List A